



Mayor Donald J. Villere

SPECIAL EVENT PERMIT APPLICATION

Name of Applicant _____
Name of Organization/Group _____ Non-profit# _____
Mailing Address _____
City _____ State _____ Zip _____
Applicant Phone # _____ Alt. Phone # _____
E-Mail _____

Name of Event: _____
Date(s) of Event: Day _____ Date ___/___/___ Time _____ Rain Dates(s) _____
Event Location: _____
Type of Event: New Recurring
 Fundraiser Concert Race/Run/Walk Parade Wedding
 Festival, Carnival or Market Other: _____
Description/Purpose of Event _____ Estimated Attendance _____

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Is the event open to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are city resources requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Will Volunteers be used for cleanup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Are Street Closures Requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Will alcohol be consumed, distributed, or sold at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Will food be distributed, prepared or sold at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Will there be canopies or tents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Will there be vendor booths? Merchandise or product sales?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



12	Do you plan to provide portable toilets? * See Guidelines*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13	Will there be security staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14	Are you planning to have amplified sound?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15	Will you need access to power or water? (please circle)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16	Will there be any signs, banners, decorations, or special lighting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

1. If "Yes" is checked for any of the above questions, review Special Events Guidelines for additional instructions.
2. If police presence is required, please complete the MPD Special Event Addendum and submit with application.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A and include with the application. The City permit is required to apply for the State permit.
4. A site plan must be included with application illustrating a detailed layout of event which shows the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed during the event, and location of temporary traffic control (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum of \$1,000,000 liability insurance certificate, with an insurer that is acceptable to the City of Mandeville with an AA-@ or better rating and is authorized to do business in the State of Louisiana, naming the City as an additional insured. Have you obtained the necessary liability insurance for this event and attached a copy to this application? YES _____ NO _____

****The insurance certificate must be delivered to City Hall thirty (30) days prior to the event****

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions and with applicable laws and ordinances. The event organizer or other person heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has completed this application. He/she has read the attached guidelines and agrees to comply under penalty of fines set forth by ordinance.

Signature _____

Printed Name _____

Organization _____

Title of Office _____ Date _____

An expense required of the applicant must be paid in advance at least 15 days prior to the event



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

_____ Fee received Date _____

Certificate of Insurance? YES _____ NO _____

	DEPARTMENTAL EXPENSES	INITIALS
Police Department	_____	_____
Fire District #4	_____	_____
Public Works	_____	_____
Permits Division	_____	_____
Finance Department	_____	_____
KMB	_____	_____
TOTAL COSTS	_____	

Recommendation of Special Events Committee:

Approved:

Mayor Donald Villere

Date



SPECIAL EVENTS GUIDELINES

- **All persons or organizations applying for a Special Events License are required to complete the Special Events Application at least 60 days prior to the event date. The applicant must complete and sign the application which obligates applicant to abide by the provisions of the signed agreement and guidelines.**
- **A \$25 application fee is required at the time of submission.**
- **Event Details form (page 2) must be reviewed to determine if City Services, such as Police, Public Works, etc., are required for event. Street closings will be at the discretion of the Chief of Police.**
- **The number of police officers required to maintain order and safety shall be determined by the Chief of Police.**
- **If City Services are required, costs will be determined based on event needs and requirements by individual departments, and must be paid in advance of the event.**
- **If alcoholic beverages will be sold or served, City and State permits are required by the applicant and/or vendor. Application must be approved by the City Council prior to distribution of City License. Since a City permit is required to apply for a State permit.**
- **A site plan must be included with application. The layout must include a detailed illustration of the precise location of stages, tents, power and water sources, food vendors, retail vendors, alcohol sales, and portable toilets. Run/walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed during event, and location of temporary traffic control (if applicable).**
- **The event site must be cleaned up and returned to its original condition within 48 hours of festival closing. All expenses incurred must be paid by the event applicant/organizer.**
- **If portable toilets will be provided by the applicant, the applicant must include in their contract with their vendor the requirement to have the portable toilets removed from site on the next business day following the event or the applicant/organizer will be fined \$ _____.**
- **For festivals/fairs, the applicant shall register with the State of Louisiana Department of Public Safety and Corrections, Public Safety Services and provide proof inspection for all amusement rides.**
- **It is a requirement for all special events, with the exception of traditional Mardi Gras parades, seeking special events permit to offer recycling of aluminum and plastics for the duration of the event. Recycling containers and bags are available through Keep Mandeville Beautiful (KMB). Recyclable contents should be deposited in the recycle bins located at the Mandeville Trailhead and/or Darwill Drive. Keep Mandeville Beautiful can be reached at (985)624-3165 and Mandeville Public Works Department can be reached at (985) 624-3169.**
- **If signage is needed, an application must be filed with the Permit Department at City Hall (3101 East Causeway Approach).**